**NEW CITATION RULES UNDER ISO 690 2021**

**CITATION SYSTEMS**

The standard introduces two new citation systems (marked in bold):

1. The Harvard System (Name/Title and Date System)

2. Numeric system (Name/Name/Date system)

3. Name tag system

4. Continuous notes system

5. Linked (implied) system

**HARVARD SYSTEM (NAME AND DATE SYSTEM)**

Changes:

In bibliographical references, the date after the first entry (creator or title) is given in round brackets:

BURCHARD, J. E., (1965). How humanists use a library. In: C. E. OVERHAGE a J. R. HARMAN (ed.). *Intrex*, s. 41 – 87.

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO), (2019). ISO 8601-1:2019, *Date and time – representations for informazion interchange – Part 1: Basic rules.*

STIEG, M. F., (1981). The information needs of historians. *College and Research Libraries*, vol. 42, no. 6, s. 549 – 560.

**The in-text citation will take the form:**

Text, text, text, text... (Burchard 1965) - in the case of paraphrase

"Text, text, text... " (Burchard 1965, p. 5) - in the case of a quotation

**GENERAL RULES**

**LANGUAGE**

Most of the data for the bibliographic reference is given in the language of the cited document, as it is taken from the cited document. However, there are exceptions for data that are not taken directly from the information source, but are supplemented. These include: the conjunction 'and' between the last and penultimate author (creator), the range of pages, the format and type of medium, the role of the creators, the availability, the indication of citation. We record these data in the language of the citing document. As stated in ISO 690, "references in a publication should follow the language and font of the publication to enable the reader to understand the references."

**CREATORS**

● If the primary creator is not the author of the text, but has a major role in the creation of the information source, we will add their role in round brackets, which can be recorded in full or in abbreviated form:

SLOVÁK, Adam (compiler) or VANEK, Peter (composer).

● Multiple primary creators are written by listing all but the first in direct object (names are separated by semicolons):

DVORSKÁ, *Petra; Anna BARTOVÁ and Zuzana BELICOVÁ*

● If there are up to 5 primary creators, we need to list all of them.

● If there are 6 or more creators, we list the first and the abbreviation et al.:

DVORSKÁ, Petra et al.

● If we use initials, we separate them with a period and a space: BURCHARD, J. E.

● If the primary creator is an institution, we record it with versals: SLOVAK ACADEMY OF SCIENCES.

● We always give the names of secondary creators (translators, illustrators, etc.) in direct verbiage and with the role in round brackets:

Peter VESELÝ (translator)

The secondary creator is not mandatory, but in some cases it is advisable to indicate it for clarity.

**TITLES**

● The names of information sources as units are in italics.

● For parts from traditional information sources, we italicize the name of the host information source:

FÓRIŠOVÁ, M., (2001). Bratislavskí knihári v 16.-17. storočí. *Slovenská archivistika*, roč. 26 (2001), č. 1, s. 73 – 85.

● For parts from online information sources, we follow the following steps:

o If the part is available directly, italicize the name of the part:

Example: a section (paper) in an online periodical available directly:

KUCIANOVÁ, Anna, (2003). *P****orovnanie verzií MDT roka 1997 a 200****1*. Knižnica. Online. roč. 4 (2003), č. 11 – 12, s. 547 – 551. Dostupné na: https://www.snk.sk/images/snk/casopis\_kniznica/2003/ november\_december/547.pdf. [zobrazené 2022- 11-10].

o If a section is not directly accessible, the name of the host information source will be in italics:

Example: a section (paper) in an online corpus available only through the host resource:

ŠKOVIEROVÁ, Angela, (2021). Knižná zbierka Samuela Rochotského a jej osudy. In: Miriam PORIEZOVÁ (zost.). *Studia Bibliographica Posoniensia*. Online. Univerzitná knižnica v Bratislave, 2021, s. 27 – 44. Available at: https://www.ulib.sk/files/sk/publikacie-ukb/studia-bibliographica-posoniensia/spb2021.pdf. [zobrazené 2023-03-02].

● For information sources that were created without a title, e.g. personal correspondence, photographs, etc., add an appropriate title in square brackets, e.g. [Lienka].

**PUBLISHING DATA AND DATE OF PUBLICATION**

● The place of issue is not a mandatory information.

● The name of the publisher is mandatory except for quoting parts (articles) from periodicals. For articles from periodicals, the name of the publisher should only be given if the name of the periodical is not sufficient to identify the periodical, there is no key periodical name, or there are several periodicals with the same name. In this case, we can also use the ISSN, DOI and place of publication to identify the journal completely accurately.

● If the publisher is not known, we indicate [s.n.].

● In the case of multiple publishers, we may list all of them, but it is not necessary.

● The year of publication is mandatory. If we derive it from another source, we give it in square brackets [1980]; if the year of publication cannot be traced, we give [s.a.]

● If there are multiple publishers with different year of publication, the entry is as follows: Duckworth, 1999; Cornell University Press, 2000.

**PARTS OF INFORMATION RESOURCES**

● By parts of information sources we mean contributions in information sources, e.g. articles in journals or proceedings.

● The designation "In:" can be omitted for journal articles, but is mandatory for parts of monographic sources (e.g. proceedings). It may also be used if bibliographic references need to be machine-readable.

● Numbering is the indication of the year and number of the series (journal) in the language of the cited document, i.e. as it appears in the cited document. For accurate identification, it is supplemented by the year of publication and the range of pages. It takes the form:o roč. 6 (1999), č. 5, s. 5 – 10

o vol. 6 (1999), no. 5, s. 5 – 10

o Jg. 6 (1999), Nr. 7, s. 5 – 10

o 6, 1999, 5, 5 – 10 - Due to the ambiguity of the data, we do not recommend using this form. (We give an example for a journal in Slovak, English and German, if the language of the citing document is Slovak. Therefore, the page range indication is in Slovak)

● Numbering of serials is recorded after a comma after the title of the serial or after the indication of the type of source after a full stop if it is an online version:

STIEG, M. F., (1981.) The information needs of historians. *College and Research Libraries*, vol. 42 (1981), no. 6, s. 549 – 560.

STRINGER, John A. et al., (2005). Reduction of RF-induced sample heating with ascroll coil resonator structure for solid-state NMR probes. *Journal of Magnetic resonance*. Online. vol. 173 (March 2005), no. 1, s. 40 – 48. Available at: https://doi.org/10.1016/j .jmr.2004.11.015. [Retrieved from 2021-09-09].

● For newspaper articles, the numbering is replaced by the exact date the article was published, e.g. 2023-02-14.

**AVAILABILITY AND CITATION DATE**

● For online resources, specify Available at: and hyperlink as https or https URI, e.g. Available at: https://www.euroekonom.sk/informacie-udaje-data/.

● URL shortening is not recommended.

● Information resources that are best accessed via a service should also be noted as such: Available at: Twitter, @carterjwm.

● A persistent identifier (DOI) or permalink should be used when possible.

● If access to the online resource requires a login or is subject to a fee, this should be noted as a comment, e.g.: Access requires login. Licensed resource.

● The date of citation/display/access is only mandatory for so-called dynamic online information resources, i.e. resources that change (update, revise) their content or add to it (= continuing resources). The standard provides several options for entry:

o [Accessed 2022-01-14]

o [citation date 2022-01-14]

o [accessed 2022-01-14]

**FURTHER DATA**

● The format and type of the source are given without square brackets, with a capital letter after the document title, e.g. Online, Looseleaf, Paperback, TV Series, Audiobook, Kindle e-book, App, PDF, Statistical dataset, Statistical analysis program, Cartographic image, Computer dataset/Dataset, Notated music, Played Music, Spoken Word, Libretto, Audiocassette, Audiodisc (CD), Videodisc (DVD), Gramophone Record (LP), Computer Disk, Microfiche Cassette, Film Cassette, Videocassette, Film Reel, Object, Static Image, etc.

The above can also be combined, e.g. PDF; online.

Do not use if it is a traditional text document.

● Specify the format and type of resource after the title; in the case of a section, after the name of the host resource,

e.g. ONDRIŠ, Peter. Informačná gramotnosť. *Knižnica*. Online. ...

● The indication of the issue is only mandatory if it is not the first issue.

● ISBN and ISSN are not mandatory data (in the UNIZA environment they are recorded).

● The bibliographic reference always ends with a full stop, even if the last entry is the availability of the online resource.

● If the cited information source is an annotation, translation, commentary, arrangement, adaptation, revision, review, critique, substitute (substitution in another form, e.g. facsimile, physical substitute, digital substitute, summary), performance (realization of an artistic work), the indication "relation" is also obligatory. It is indicated by a title followed by a reference to the related work in compound brackets { }. The relation is the last entry of the bibliographic reference or precedes the date of display in the case of online resources. GARDNER, Martin (ed.), (1999). The Annotated Alice. W. W. Norton & company, 1999. Annotated at: {CARROLL, Lewis. Alice's Adventures in Wonderland. 1865}.

**INFORMATION RESOURCES AS A WHOLE**

Monographs, monographic publications, e-books and audiobooks

**Primary creator. Title. Format; type of source. Issue. Secondary creator. Publisher(s), year of publication. Date of update/revision. Access. [date accessed].**

**The first edition need not be mentioned in the bibliographical reference.**

**The number of pages is not mandatory.**

**● traditional monographic sources:**

PAVLOVIČ, Jozef, (2003). *Negácia v jednoduchej vete*. Slavistický kabinet SAV, 2003.

IVANOVÁ, Martina, (2016). *Syntax slovenského jazyka*. 2. upravené a doplnené vydanie. Vydavateľstvo Prešovskej univerzity, 2016.

KARČOVÁ, Agáta; Mária ŠIMKOVÁ; Radoslav BRÍDA; Adriána ŽÁKOVÁ a Radovan GARABÍK, (2016). *Skloňovanie podstatných mien v slovenčine s korpusovými príkladmi*. Jazykovedný ústav Ľudovíta Štúra SAV, 2016.

**● Online monographic resources:**

PEKAROVIČOVÁ, Jana, (2020). *Slovenčina ako cudzí jazyk: predmet aplikovanej lingvistiky*. Online. Stimul, 2020. Dostupné na: https://dspace.uniba.sk/xmlui/handle/123456789/24. [zobrazené 2023-03-14].

SHAKESPEARE, William, (2015). *Macbeth*. Online. Vladimír ROY (prekladateľ). Zlatý fond denníka SME, 2015. Dostupné na: https://zlatyfond.sme.sk/dielo/5030/Shakespeare\_Macbeth/1. [zobrazené 2023-02-14].

**● Audiobooks:**

For audiobooks, the narrator, if known, and the duration should also be indicated after the comma after the format and source type.

ADAMS, Douglas, (2022). *Stopárov sprievodca galaxiou*. Audiokniha; MP3, trvanie 409 min. Martin MŇAHONČÁK (rozprávač). Publixing; Slovart, 2022.

BAUM, L. Frank, (2005)*. The Wonderful Land of Oz*. Audiokniha, MP3; online. Roy TRUMBULL (rozprávač). Project Gutenberg, 2005. Dostupné na: https://www.gutenberg.org/files/17426/17426-readme.htm. [zobrazené 2022-01-10].

**SERIALS (AS A WHOLE)**

In place of the year of publication, we indicate the entire span of publication of the series as a whole; in the case of discontinued publication, e.g. 1990 - 2003; in the case of continuing publication, we indicate, e.g. 1998 -

***Series title. Format; type of source. Publisher(s), year of publication. Access. [date accessed].***

**● Traditional series with discontinued issue:**

*Čajka*. Seriál. Don Bosco, 1990 – 2004.

**● Online series with unfinished issue:**

*Asymptote*. Seriál; online. [s. n.], 2011 –. Dostupné na: https://www.asymptotejournal.com/archive/. [zobrazené 2023-10-03].

**NORMS (STANDARDS)**

**Primary creator. Number of the standard:year, Title - supplement to the title - Designation of the part: name of the part.**

**● traditional standard:**

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO), (2019). ISO 8601-1:2019, *Date and time – representations for information interchange – Part 1: Basic rules.*

**● digital form of the standard:**

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO), (2019). ISO 8601-1:2019*, Date and time – representations for information interchange – Part 1: Basic rules*. Online. Dostupné na: https://www.iso.org/obp/ui/#iso:std:iso:8601:-1:ed-1:v1:en. [zobrazené 2023- 01-14].

**PROGRAMMES AND APPLICATIONS**

The name of the creator takes precedence over the name of the distributor. Often the authors of programs are corporations and the programmers are not listed. In this case, the organization that publishes the program is listed as the creator. The year of release is the date or year the quoted version of the program was published for use. An update/revision date is required for online resources, if available. For large files, the file size is requested (after the access information). If operating systems are cited, the version is only given if necessary. The file size is given for large files.

**Primary creator. Program title. Format; type of source. Publisher, year of publication. Date of update/revision. Access. File size. [date accessed].**

**● programmes:**

HAYES, Bruce; Bruce TESAR a Kie ZURAW, (2021). *OTSoft: Optimality Theory Software*. Program; online. Version 2.5. [s. n.], 2021. Dostupné na: http:// www.linguistics.ucla.edu/people/hayes/otsoft/. [zobrazené 2022-08-25].

R CORE TEAM, (2021). *R. A language and environment for statistical computing*. Program; online. R Foundation for Statistical Computing, 2021. Dostupné na: https://www.R-project.org/. [zobrazené 2022- 08-25].

**RECORDINGS AND AUDIO-VISUAL MATERIALS**

The format and type of source is: Online, Podcast, MP3, Radio programme, Film, Video, DVD, Silent film, CD, LP, Broadcast, Interview.

**Primary creator. Name of the information source. Format; type of source. Publisher/Film Studio/Distributor, date of recording.**

**● podcast:**

HAWKING, Stephen a Sue LAWLEY, (1992). *Desert islands discs*. Podcast; MP3. BBC Radio 4, 1992-12-25. Dostupné na: https://www.bbc.co.uk/sounds/play/p0093xb2. [zobrazené 2022-01-14].

**WEBSITES AND WEBPAGES**

A website is a comprehensive set of web pages, a webpage is a separate page of a website. When citing a website, we indicate "Online" as the format and source type; when citing the entire website, we indicate "Website". In the case of information resources available only through the web archive, we also indicate the date of archiving after the access: [archived 2021-02-14].

**Primary creator. The name of the website or the name of the website. Format; type of resource. System requirements. Date of update/revision. Access to web archive. [Scope or date and time of archiving]. Access. [date viewed].**

**● websites:**

BBC, [s. a.]. *BBC Weather*. Webové sídlo. Dostupné na: https://www.bbc.com/weather. [zobrazené 2023-02-28].

**● webpages:**

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION, [s. a.]. *ISO home page*. Online. Dostupné na: https://www.iso.org/home.html. [zobrazené 2022-12-13].

**● website accessible via the webarchive:**

BBC, [s. a.]. *BBC Weather*. Webové sídlo. Archívna kópia dostupná na: Internet archive (distribútor), https:// web.archive.org/web/20180103042141/http://www.bbc.com/weather/. [archivované 2000 – 2023]. [zobrazené 2023-02-28].

**SOCIÁLNE MÉDIÁ A SLUŽBY**

They belong here: Twitter, Facebook, LinkedIn, Instagram, Snapchat, etc. Facebook, Instagram, Twitter, Tweet, Facebook Status Update, Blog Post, Timeline Post, Forum, Blog/Facebook Post Comment..., Facebook Post, Image, Photo, Instagram Message, IRC Chat... and combinations of these if needed. If they are comments, we don't list the titles. In the case of full blogs that are sources for a sequel, we indicate the date of the blog posting with a hyphen as the posting date.

**Message originator/sender. Name of the message. Service name, Format; Resource type. Date sent, time sent. Creator of original content. [Standard identifier of the original creator]. Access. [Date accessed].**

**● full blog:**

DODSON, S., (2002). *Language Hat*. Blog. 2002 –. Dostupné na: https://languagehat.com/. [zobrazené 2023-03- 03].

**● Blog post:**

NICHOLAS, Nick, (2018). *What Metanorma is.* Príspevok na blogu. 2018-12-05. Dostupné na: https:// www.metanorma.org/blog/2018-12-05-intro-tometanorma/. [zobrazené 2018-06-10].

**● Comment on the blog post:**

FLÍDR, J., (2023). Komentár k príspevku na blogu. 2023-03-23. VODIČKA, L. *Bzovík, ten úžasný kláštor*. Dostupné na: https://blog.sme.sk/diskusie/5198561. [zobrazené 2023-03-27].

**● Facebook status update:**

APA STYLE, (2011). *How do you spell success in APA Style?* Update statusu na Facebooku. 2011-03-10. Dostupné na: Facebook, https://www.facebook .com/APAStyle/posts/how-do-you-spell-successin-apa-style-easy-consult-merriam-websterscollegiate-d/206877529328877/. [zobrazené 2023- 03-01].

**● Facebook post:**

ABEL, Tomáš [Tomáš Abel - primátor Brezno], (2023). *Prajem všetkým našim pedagógom*... Fotografia; príspevok na Facebooku. 2023-03- 28. Dostupné na: Facebook, https://www .facebook.com/photo/?fbid=707253001402236 &set=a.132759808851561. [zobrazené 2023-03-28].

**● tweet:**

STANDFORD MEDICINE [Twitter: @SUMMedicine], (2012). *Animal study shows sleeping brain behaves as if it´sremembering.* Tweet. 2012-10-09. Dostupné na: Twitter, https://twitter.com/stanfordmed/ status/255644688630046720?lang=ar. [zobrazené 2022-03-01].

**UNPUBLISHED INFORMATION SOURCES**

The format and type of source are Email, Direct Message via Skype, Manuscript, Online, Preprint, Telephone Interview, Personal Communication, Presentation and combinations thereof. If the source does not have a title, add the subject in square brackets or indicate: [Untitled]. After the primary creator it is advisable to indicate in square brackets the alias under which he/she goes, e.g. via Skype, etc.

**Primary creator. Name of the information source. Format; type of source. Date of creation.**

**● personal communication:**

ZÁHRADNÍKOVÁ, Eva, (2022). [*Bibliografia*]. Osobná komunikácia. 2022-05-05.

**● Direct message via Skype:**

MAYBANK PHILLIPINES INC [Skype ID: Maybank PH], (2017). [*Bez názvu*]. Priama správa cez Skype. 2017-01-01.

**● presentation (as an unpublished information source):**

BARTOVÁ, Jana, (2021). *Hudba včera a dnes*. Prezentácia. 2021-05-25.

INGLOT, M., (2009). *História počítačov*. Prezentácia; online. 2009-03-18, 20:40. Snímky dostupné na: https://www.zborovna.sk/kniznica.php?action=show\_version&id=6663. [zobrazené 2022-06-06]. Prístupné len prihláseným používateľom Virtuálnej knižnice.

**● telephone interview:**

PAULIAKOVÁ, Denisa a Lucia LICHNEROVÁ, (2020). [*Bez názvu*]. Telefonický rozhovor. 2020-02-11, 09:22:23.

**● Thesis:**

CEDZOVÁ, I., (2008). *Arachnofóbia*. Bakalárska práca. Miroslav KRUMPÁL (vedúci záverečnej práce). Univerzita Komenského v Bratislave, 2008.

**● thesis available in the repository:**

BLAHOVÁ, J., (2022). *Infekcia chirurgickej rany*. Diplomová práca; online. Ivana DAŇOVÁ (vedúca záverečnej práce). Univerzita Komenského v Bratislave, 2022. Dostupné na: http://alis.uniba.sk/storage/ddp/ dostupne/JL/2022/2022-JL-111544/149235v1.pdf. [zobrazené 2023-05-16].

**PARTS OF INFORMATION RESOURCES**

Parts of monographic information resources

**Primary creator for the monograph portion. Title of the part. In: Primary creator for the host information source. Name of host information resource. Format; type of resource. Publisher(s), year of publication, pagination and page range. Date of update/revision. Access. [date viewed].**

**● part of the traditional monographic source:**

SMITH, C., (1980). Problems of information studies in history. In: S. STONE (ed.). *Humanities information research*. CRUS, 1980, s. 27 – 30.

**● part of a traditional monographic resource that has multiple volumes:**

JUTURU, Vijaya, (2008). Type 2 Diabetes. In: Kathleen KELLER (ed.). *Encyklopedia of Obesity*. Sage Publications, 2008, vol. 2, s. 158 – 159.

**● part of the traditional collection:**

ŠKOVIEROVÁ, Angela, (2021). Knižná zbierka Samuela Rochotského a jej osudy. In: Miriam PORIEZOVÁ (zost.). *Studia Bibliographica Posoniensia*. Univerzitná knižnica v Bratislave, 2021, s. 27 – 44.

**● Part of an online monographic resource:**

KARLÍK, Petr a Radek ŠIMÍČEK, (2012-2020). Neurčité zájmeno (indefinitní zájmeno). In: Petr KARLÍK; Marek NEKULA a Jana PLESKALOVÁ (ed.). *Nový encyklopedický slovník češtiny online*. Online. Masarykova univerzita, 2012-2020. Dostupné na: https://www.czechency.org/. [zobrazené 2023-05-14]

**● part of the online proceedings:**

RYBANSKÁ, Lucia, (2021). Pozdvihovanie povedomia v oblasti transferu technológií vo vedeckovýskumných inštitúciách. In: Adriana SHEARMAN (ed.). *Cooperation Innovation Technology Transfer (COINTT).* Online. Centrum vedecko-technických informácií Slovenskej republiky, 2021, s. 11 – 12. Dostupné na: https://cointt.sk/wp-content/uploads/2022/05/ZBORNIKCOINTT2021.pdf. [zobrazené 2022-10-10].

**- part of the website:**

*Internet forum*. [2020-06-21]. In: Wikipedia (distribútor). Online. Dostupné na: https:// en.wikipedia.org/wiki/Internet\_forum. [zobrazené 2023-01-27].

**Parts of series**

**Primary creator. Title of the part. Title of the series. Format; type of source. Numbering with year of publication; page range. Date of update/revision. Distributor or online host. Persistent identifier. Access. Physical location. Relationship. [display date].**

**- part (article) in a traditional journal:**

KUCIANOVÁ, Anna, (2003). Porovnanie verzií MDT roka 1997 a 2001. *Knižnica*, roč. 4 (2003), č. 11 – 12, s. 547 – 551.

**- part (article) in an online journal:**

KUCIANOVÁ, Anna, (2003). *Porovnanie verzií MDT roka 1997 a 2001*. Knižnica. Online. roč. 4 (2003), č. 11 – 12, s. 547 – 551. Dostupné na: https://www.snk.sk/images/snk/casopis\_kniznica/2003/november\_december/547.pdf. [zobrazené 2022-11-10].

STRINGER, John A. et al., (2005). *Reduction of RF-induced sample heating with a scroll coil resonator structure for solid-state NMR probes*. Journal of Magnetic resonance. Online. vol. 173 (March 2005), no. 1, s. 40 – 48. Dostupné na: https://doi.org/10.1016/j.jmr.2004.11.015. [zobrazené 2021-09-09].

**- part (article) in an online newspaper (journal):**

GEIST, Radovan a Barbara ZMUŠKOVÁ, (2023). *Týždeň v európskej ekonomike*. DENNÍK N. Online. 2023-03- 23. Dostupné na: https://e.dennikn.sk/3296855/ tyzden-v-europskej-ekonomike-posledne-varovanie-pred-klimatickou-katastrofou/?ref=- tit&\_ga=2.125950094.2037297635.1679654757- 1674809556.1676382619. [zobrazené 2023-03-26].

**ARCHIVAL DOCUMENTS**

**Primary creator. Date of creation of the material. Name of information source. Format; type of source. Name of collection, fund with location. Owner.**

* **- private manuscript correspondence:**

CAVENDISH, Henry. [1570?]. [Letter to Bess of Harwick]. List. V: The New York Public Library, Special archival collections. Signatúra: b 3843.

* **- private online handwritten correspondence:**

MARCHINGTON, William. [1560?-01-13]. [Letter to Bess of Harwick]. List; online. V: Bess of Hardwick ́s Letters. Dostupné na: https://www.bessofhardwick.org/letter.jsp?letter=47. [zobrazené 2023-03-01].